



VISTA

Volunteers In Service To America

For CNS use: Project No. _____

Project Progress Report

(Submission due to Corporation State Office within 30 days after end of reporting period. Reporting Periods defined below.)

Sponsor: _____
Project Supervisor: _____ Phone No. _____
Fax No. _____ Email Address: _____
Project Address: _____

Period Covered by PPR (MM/DD/YYYY):

From: _____ To: _____

Circle Quarter(s) of project period: **1 2 3 4**

No. Of AmeriCorps*VISTAs

On Board at the end of the reporting period: _____

Completing Service: _____

Terminating Early: _____

Purpose:

The objective of the Project Progress Report (PPR) is threefold:

- Corporation for National Service (CNS) program monitoring.
- Information collection for distribution to the public.
- Project self-assessment and continuous improvement.

Completion and Submission Guidelines

- Projects in first year of sponsorship must complete PPRs for all four quarters; after the first year, PPRs are required at least twice per year, but may be requested quarterly at the discretion of the State Office.
- This PPR must be completed by the Project Sponsor/Supervisor.
- AmeriCorps*VISTA members must be allowed to review and attach comments to the completed PPR.
- On all questions, use additional sheets of paper when necessary to answer the question.
- If you have questions regarding the completion of the PPR, contact your CNS State Program Specialist.

Definitions:

Reporting Periods:

Quarter 1 - October 1 through December 31

Quarter 2 - January 1 through March 31

Quarter 3 - April 1 through June 30

Quarter 4 - July 1 through September 30

Due Dates:

January 30

April 30

July 30

October 30

Community Volunteer: Individual recruited and/or coordinated by AmeriCorps*VISTA members. Community volunteers provide direct service to help the project achieve its objectives.

Impacts: Impacts are measurable changes in the community, agencies, or clients that occur as a result of a service activity. Impacts are measures of effectiveness, including measures of cost effectiveness. Plans for sustainability should be included with this programming element.

Government Performance and Results Act (GPRA): This act, beginning with FY 1999, requires all federal agencies to set measurable performance goals derived from a strategic plan. The goals should relate directly to services provided to the public. All agencies will begin reporting annual performance in an accountability report due to Congress in March 2000.

Burden per response estimated at 1.5 hours. Send comments on accuracy of estimate or suggestions for reducing it to the CNS Clearance Officer, 1201 New York Ave, Washington, DC 20525. 5CFR 1320.5(b)(2)(I) Unless a valid OMB control number is displayed, response to the collection of information is not required.

Section 1. PROJECT UPDATE

- A. Attach a copy of the Project Work Plan to this Project Progress Report. In Column C provide detailed measurable information about project accomplishments/outcomes for this reporting period. Attach a 2 to 3 page narrative summary prepared by the Project Supervisor which includes the following:
1. Project accomplishments.
 2. Stories that would best communicate to the public how AmeriCorps*VISTA service gets things done in your community. Particularly helpful are stories that include numerical results and sustainable solutions.
 3. Difficulties encountered or other issues requiring immediate CNS state office involvement.
 4. Please attach copies of press clippings, flyers, letters or other documentation which relates to the member's activities and achievements.
- B. In order to meet the goals of the workplan, are other CNS and non-CNS service programs collaborating with the AmeriCorps*VISTA project? If so, please list the programs and briefly describe the collaborative activities.
- C. List orientations In-Service Training (IST), or other technical assistance provided to AmeriCorps*VISTA members by the sponsor/supervisor or other entities in the community during this reporting period.

Section 2. GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA) DATA

A. Describe resources generated by the AmeriCorps*VISTA members. Provide quantitative data and indicate whether resources were generated from the public or private sector for this reporting period. (For the definition of community volunteer and GPRA, please see **Definitions.**)

1. Number of active community volunteers: _____
2. Hours of service performed by community volunteers: _____
3. Total dollar amount of in-kind donated goods and services: _____
4. Total dollar amount of monetary grants, donations and fund raising: _____

- B. For the final report of the current program year, please attach a summary describing accomplishments and impacts during the past year which will remain in the community upon completion of the project, and how local residents and project beneficiaries have been involved in the implementation of the project.

Section 3. CNS ASSISTANCE NEEDED

A. What type of assistance can CNS provide to you and your organization at this time? If there is a need to make revisions to the current project work plan, or member assignment description, please contact your State Program Specialist.

Signature of Agency Director: _____

Date: _____

Signature of Project Supervisor: _____

Date: _____

Expires 07/31/2001